



Job Title	Accounts Payable Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	4	Job Code	12669

Class Specification – Accounts Payable Supervisor

Summary Statement:

The purpose of this position is to manage the Accounts Payable and Disbursements Division of the Finance Department and administer the Visa Card program for the City of Colorado Springs. This is accomplished by planning, coordinating, and supervising the work of the accounts payable and disbursements staff of the finance office; hiring, training, and disciplining employees; assigning and reviewing work; establishing work methods and procedures; including governmental, proprietary, and fiduciary funds for expenditure budget; acting as functional lead for accounts payable for PeopleSoft financial system upgrades, maintenance updates, and issues with production; responsible for encumbrances in the purchasing module of the PeopleSoft financial system; developing program budget for accounts payable by forecasting funds needed for staffing, equipment, materials, and supplies; and monitoring and approving expenditures. Other duties include researching and preparing reports on accounts payable data and Visa data; assisting auditors with periodic and annual audits; providing staff assistance to the Chief Financial Officer; attending and participating in professional group meetings (Colorado Public P-card Group); and attending National Association of Purchasing Card Professionals conference to help enhance Visa card program.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

25%

Responsible for planning, coordinating, and supervising the work of the accounts payable and disbursements staff of the finance office and Pikes Peak Rural Transportation Authority staff position by assigning work activities and projects; prioritizing work assignments; monitoring work flow; reviewing and evaluating work product, methods, and procedures; preparing performance plans with standards of performance and objectives for staff; responding timely to staff regarding questions and concerns; approving all new vendors entered into PeopleSoft financial system; approving contract and warrant requisition payments of large amounts and Pikes Peak Rural Transportation Authority payments; responsible for the encumbrances in the purchasing module of the PeopleSoft financial system including balancing encumbrances periodically with the general ledger; and acting as functional lead for accounts payable for PeopleSoft financial system upgrades, maintenance updates, and issues with production.



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25%	Administers the Visa card program for the City of Colorado Springs by training employees of proper use of the Visa card; issuing new Visa cards to employees; updating changes to Visa cards ; including increasing/decreasing limits, open up merchant category codes, and monitoring employee termination lists to close cards; troubleshooting declines of transactions; monitoring fraudulent transactions; auditing card transactions and notifying departments of non-compliance with procedures; answering inquiries from employees on proper procedures and issues with transactions; processing monthly payments to US Bank, Visa card provider; monitoring monthly spending and transactions for reports for management; monitoring rebate revenue; updating data in access on-line (US Bank Visa on-line software program); attending Colorado Public P-Card group meetings and National Association of Purchasing Card Professionals conference ; continually reviewing opportunities to expand and increase usage of Visa card program.
20%	Answers inquiries from public, department personnel, and vendors regarding accounting policies and procedures, status of payments, and encumbrances; working with vendors on payments not received; responding to vendors that have not received checks that have been mailed; handling problem vendor accounts by researching, reconciling, and processing all invoices and monitoring past due invoices; advising departments of payments and encumbrances not processing due to budget problems; daily decision making on rush payment requests; and solving procedural problems with department personnel.
15%	Trains and provides guidance to accounts payable staff by ensuring correct accounting policies and procedures are followed; learning all facets of PeopleSoft financial system; training staff in processing all types of payments including contract payments, warrant requisitions, various purchase orders including encumbered purchase orders, master agreements, and annual service contracts, expense summaries, worker's compensation payments, utility payments, and other miscellaneous payments; meeting with staff to identify and resolve problems; and monitoring deadlines on various types of payments.
10%	Supports management through research of information and preparation of special reports on accounts payable and Visa data; assisting auditors with periodic and annual audits of cash disbursement and Visa card program; participating in the development and implementation of goals, objectives, policies, and procedures; preparing reports for Colorado Open Records Act requests in short time delivery; and providing staff assistance to Chief Financial Officer.



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5%	Accountable for reports for 1099's at year end by reconciling payments for 1099 vendors; identify duplicate vendors in PeopleSoft financial system; identify accurate reporting categories depending upon type of vendor; meet deadline for mailing 1099 forms to vendors; work with computer programmer for installation of maintenance updates for 1099's in PeopleSoft financial system; verify files are accurately positioned for sending electronic file to the Internal Revenue Service; and electronically transmitting data to the Internal Revenue Service by deadline.
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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced – Ability to write editorials, journals, speeches, manuals or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or a related field.

Experience: Five years of full- time responsible accounts payable or accounting experience, and /or two years of supervisory experience.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft Office, specialized accounting software, and US Bank access on-line software for Visa card program.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014